



UNCLASSIFIED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

29 June 1950

STATINTL NO. [REDACTED]

SUBJECT: Policy - Dismissal of Personnel due to Excessive Heat.

STATINTL

RESCISSION: Administrative Instruction No. [REDACTED] dated 4 August 1948.

1. Attached is policy published by the Federal Personnel Council on 15 June 1950 relative to continuance of work in hot weather and covering memorandum to Heads of Executive Departments and Agencies from Mr. Donald S. Dawson, Administrative Assistant to the President, dated 26 June 1950.
2. The attached policy will govern working conditions in hot weather in this Agency.
3. The Assistant Directors and Staff Chiefs are authorized to administer the policy for personnel under their jurisdiction. The Chief, Medical Staff, will provide medical assistance and advice in such administration.
4. The Chief, Administrative Staff, will prepare the report called for by sub-paragraph (3) of the attached policy and forward it to the Executive not later than 10 July 1950.
5. The reports called for by sub-paragraph (4) of the attached policy will be made by Assistant Directors and Staff Chiefs daily to the Chief, Administrative Staff, who will consolidate the information and forward the report to Public Buildings Service.
6. The Chief, Inspection and Security Staff, will provide to the extent commensurate with security considerations for the early morning opening of windows by building guards, and advise the Chief, Administrative Staff, as to the practicability from a security point of view of the installation of ventilating devices other than interior fans.
7. The Chief, Medical Staff, is charged with the direction and supervision of appropriate health education program to improve the fitness of individuals to withstand heat.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: [REDACTED]

Acting Executive

2 Attachments
DISTRIBUTION: ALL CIA EMPLOYEES

STATINTL

C
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THE WHITE HOUSE
Washington

June 26, 1950

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

I am attaching a revised policy statement approved by the Federal Personnel Council relating to the continuance of work during the hot weather period. This policy represents a change from that referred to in my letter of July 21, 1948.

I again wish to direct your attention to the necessity of uniformity in the handling of this matter and urge the observance of the policy by all departments and agencies.

/s/ Donald S. Dawson

DONALD S. DAWSON
Administrative Assistant
to the President

Attachment

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FEDERAL PERSONNEL COUNCIL
United States Civil Service Commission
1626 K Street, N.W.
Washington 25, D.C.

POLICY OF CONTINUING WORK IN HOT WEATHER

June 15, 1950

The Federal Personnel Council at its meeting on June 15 affirmed the policy for the Metropolitan Area of Washington, D.C. of continuing work on hot days.

The excusing of groups of employees has been supported in the past by the very evident situation that work conditions in some buildings become extremely uncomfortable in hot weather. However, employees in most non-air conditioned space seem to think that, as a matter of equity, they should be dismissed also. The policy of the last two years has, therefore, continued to result in complaints and interference with work because of conversation and telephone calls about dismissals.

The Council went on record that dismissals in most work places in Metropolitan Washington, as in most other parts of the country, should be non-existent or rare. Some establishments commonly have very hot conditions but employees are accustomed to them and work as a matter of course. The only exceptions should be a few installations where working conditions in hot weather become unusually bad. In the opinion of the Council, emphasis should be placed on correction of such places. Until corrected, any dismissals should be considered emergency leave.

The following policy is suggested:

- (1) That individuals who suffer from the heat and who think that their health may be endangered go to the emergency room for consultation; and that supervisors grant them sick or annual leave on the recommendation of medical or nursing officials.

According to physicians from the Public Health Service and other medical opinion, weather conditions obtaining in Washington are not likely to endanger the health of normal persons during the course of ordinary working activity. There is no doubt, however, concerning the danger which exposure to extreme conditions of heat involves for those workers who suffer from a variety of temporary or chronic health defects. Some normal and healthy workers may develop a critical condition due to heat because of the nature of their work.

(OVER)

-2-

Every effort should be made to safeguard those particularly affected. Supervisors should be instructed to be observant of individuals who might be affected by the heat and to take special precautions with them on days of extreme heat. Supervisors should also suggest consultation with medical and nursing services, where indicated.

- (2) That supervisors be liberal in the granting of annual leave to employees who are suffering from the heat, but who are not granted sick leave because of danger to health, provided that they can be spared.
- (3) That the head of each agency notify the Public Buildings Service in writing within two weeks after the issuance of this policy of any work places in the buildings now in use where, based on the experience of the last few years, he thinks dismissals on account of heat would be warranted due to unusually or exceptionally hot conditions of work, for example, certain temporary buildings, inside rooms with insufficient ventilation, and other portions of buildings may become virtually unfit for work.

Except for extreme emergency conditions, group dismissals will be made only from such locations and then only when a temperature of 95 degrees and 55% humidity or higher, or equivalent, has been reached.

- (4) That each case of such group dismissal for hot weather be reported to the Public Buildings Service in writing with statement of the facts. This report will provide means for studying specific areas and for corrective action by the agency, by the Public Buildings Service, or both. Earlier working schedules may be a partial solution in spots which become extremely hot in the afternoon.
- (5) That administrative attention be given to making space reasonably comfortable through provision for early morning opening of windows, installation of fans and other ventilating devices, etc.
- (6) That agencies stimulate health education to improve the fitness of individuals to withstand heat. Attention to health, diet, and clothing can lessen the discomforts of hot weather. The Public Health Service is glad to cooperate.

* * * * *

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Rescinded by
[Redacted]
4 August 1948
6/29/50

ADMINISTRATIVE INSTRUCTION
NO. [Redacted]

STATINTL

SUBJECT: Policy - Dismissal of Personnel due to Excessive Heat.

STATINTL

(This rescinds Administrative Instruction [Redacted] dated 29 June 1948.)

1. Attached is policy published by the Federal Personnel Council on 14 July 1948 relative to continuance of work in hot weather, and covering memorandum to Heads of Executive Departments and Agencies from Mr. Donald S. Dawson, Administrative Assistant to the President, dated 21 July 1948.

2. The attached policy will govern working conditions in hot weather in this Agency.

3. The Assistant Directors and Staff Chiefs are authorized to administer the policy for personnel under their jurisdiction. The Chief, Medical Division, Personnel Branch, A&M, will provide medical assistance and advice in administering the policy.

a. The report required by Paragraph (7) of the Federal Personnel Council policy, dated 14 July 1948, will be made by Assistant Directors and Staff Chiefs daily to the Chief, Services Branch, A&M, including information indicated below:

- (1) The number of individuals released
- (2) Building locations of such individuals
- (3) Temperature and humidity readings in each location
- (4) Hour or hours when such releases were authorized

b. The Chief, Services Branch, A&M, is responsible for appropriate reporting to the Public Buildings Administration.

c. Prior reports made to the Chief, Personnel Branch, A&M, under the provisions of Paragraph 4, Administrative Instruction [Redacted] dated 29 June 1948, will be referred to the Chief, Services Branch, A&M, by the Chief, Personnel Branch, A&M, for appropriate action.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[Redacted]
Executive for
Administration and Management

2 Attachments

DISTRIBUTION: ALL CIA EMPLOYEES

Attachment 1

THE WHITE HOUSE
WASHINGTON

July 21, 1948

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

For several years most departments and agencies in Washington, D. C., have followed the policy agreed to by the Federal Personnel Council for continuance of work during the hot weather period, with exceptions for extremely hot work places and individuals having health defects. In these exceptions excuse has been at the discretion of the agency. As a result and in the absence of a yardstick, there has been some disparity of practice.

The Council has again considered the needs underlying the hot weather policy, and after careful investigation and thorough discussion has adopted the revised policy enclosed. The revision sets conditions of hot weather at or above which dismissals from extremely hot buildings or portions of buildings would be discretionary.

I hope and urge all departments and agencies will observe and follow this policy. It does not mean that if any employee or group of employees is excused, equity will require the excusing of others. It is not intended that the policy will result in widespread dismissals of employees, but that excusing under the policy will be limited to extreme situations on a selective basis. Employees who are in quarters reasonably well adapted to hot weather should remain at work even though they may be experiencing discomfort.

/s/ DONALD S. DAWSON
Administrative Assistant
to the President

Attachment 2

FEDERAL PERSONNEL COUNCIL
United States Civil Service Commission
1626 K Street, N. W.
Washington 25, D. C.

July 14, 1948

POLICY OF CONTINUING WORK IN HOT WEATHER

The Federal Personnel Council at its meeting on July 14 reaffirmed the policy for the metropolitan area of Washington, D. C., of continuance of work on hot days, with the exception of extremely hot work places and individuals having health defects. The local custom of excusing employees has been supported by the very evident situation that some buildings now in use become extremely uncomfortable. The policy of continuing work, as it obtains in almost all parts of the country, may therefore appropriately be tempered in accordance with this local custom of excusing employees from work in conditions of unusual heat to which they are not accustomed. Some establishments commonly have very hot conditions but employees are accustomed to them and work as a matter of course.

To apply the policy as fairly as possible to the diverse conditions under which Federal work is done in the metropolitan area of Washington, the Council recommends the policy to all departments and agencies, with the following provisions:

- (1) That agencies post the policy on bulletin boards so that employees will be familiar with it.
- (2) That individuals who suffer from the heat and who think that their health may be endangered go to the emergency room for consultation; and that supervisors excuse them on the recommendation of medical or nursing officials.

According to physicians from the Public Health Service and other medical opinion, weather conditions obtaining in Washington are not likely to endanger the health of normal persons during the course of ordinary working activity. There is no doubt, however, concerning the danger which exposure to extreme conditions of heat involves for those workers who suffer from a variety of temporary or chronic health defects. Some normal and healthy workers may develop a critical condition due to heat because of the nature of their work. Every effort should be made to safeguard those particularly affected. Supervisors should be instructed to be observant of individuals who might be affected by the heat and to take special precautions with them on days of extreme heat. Supervisors should also suggest consultation with medical and nursing services, where indicated.

- (3) That supervisors be liberal in the granting of leave to employees who are suffering from the heat, but who are not excused because of danger to health.

- (4) That agencies stimulate health education to improve the fitness of individuals to withstand heat. Attention to health, diet, and clothing can lessen the discomforts of hot weather. The Public Health Service is glad to cooperate.
- (5) That there be no group dismissals in individual work places because of hot weather unless one of the following conditions obtains or is exceeded:

90°F. @ 70% humidity
91°F. @ 68% humidity
92°F. @ 63% humidity
93°F. @ 60% humidity
94°F. @ 55% humidity
95°F. @ 50% Humidity
96°F. @ 45% humidity
97°F. @ 40% humidity
98°F. @ 38% humidity
99°F. @ 34% humidity
100°F. @ 30% humidity

or higher, as recorded by the humidity reading of the Weather Bureau, and a reliable thermometer reading in the work place. (Hourly readings are available at WE-1111.)

When one of these conditions obtains, dismissals from extremely hot buildings or portions of buildings may be considered and would be discretionary on the condition that exists in the particular work area. The policy does not mean that if one group of employees is excused, equity would require excusing of others, but rather that dismissals may be made on a selective basis under conditions of extreme discomfort. Employees in quarters reasonably well adapted to hot weather should remain at work even though they are experiencing discomfort.

- (6) Before making a group dismissal on account of heat, that the agency consult with other agencies in the same building or nearby buildings where similar conditions exist.
- (7) That each case of group dismissal for hot weather be reported to the Public Buildings Administration in writing, with a statement of the facts existing at the work place affected. This reporting will provide means for studying the application of administrative discretion and will serve as a flag to Public Buildings Administration that certain space is not adapted to work under all conditions. Thus from year to year there should be fewer building conditions which indicate special handling on account of hot weather.

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION

29 June 1948

rescinded by
[redacted]
8/4/48

SUBJECT: Policy - Dismissal of Personnel due to Excessive Heat.

1. Requests are being received from Assistant Directors and Staff Chiefs to dismiss their personnel prior to the expiration of normal working hours on account of extreme heat conditions in certain buildings. It is recognized that during the summer months there will be days when the excessive heat in buildings which are not air conditioned, and particularly those which are of temporary and frame construction, will create great discomfort on the part of those individuals employed in such locations.

2. It is the general policy of the Director not to authorize mass dismissals of employees prior to the expiration of normal working hours on account of unusual heat conditions.

3. a. Assistant Directors and Staff Chiefs are authorized to permit the departure during working hours under conditions described above of such individuals under their jurisdiction who suffer such ill effects due to heat conditions that actual illness and complete loss of operating efficiency would result from the retention of such individuals on duty.

b. Assistant Directors and Staff Chiefs may, if they so desire, delegate this authority to branch chiefs for personnel under branch jurisdiction within their Offices.

4. Each Office and Staff Section will report to the Chief, Personnel Branch, A&M, on the day following each day during which individuals are released due to heat conditions:

- a. Number of individuals released
- b. Building locations of such individuals
- c. Hour or hours when such releases were authorized

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]
Executive for
Administration and Management

STATINTL

DISTRIBUTION: ALL CIA EMPLOYEES

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL
ADMINISTRATIVE INSTRUCTION

4 August 1948

SUBJECT: Policy - Dismissal of Personnel due to Excessive Heat.

(This rescinds Administrative Instruction [REDACTED] dated 29 June 1948.) STATINTL

1. Attached is policy published by the Federal Personnel Council on 14 July 1948 relative to continuance of work in hot weather, and covering memorandum to Heads of Executive Departments and Agencies from Mr. Donald S. Dawson, Administrative Assistant to the President, dated 21 July 1948.

2. The attached policy will govern working conditions in hot weather in this Agency.

3. The Assistant Directors and Staff Chiefs are authorized to administer the policy for personnel under their jurisdiction. The Chief, Medical Division, Personnel Branch, A&M, will provide medical assistance and advice in administering the policy.

a. The report required by Paragraph (7) of the Federal Personnel Council policy, dated 14 July 1948, will be made by Assistant Directors and Staff Chiefs daily to the Chief, Services Branch, A&M, including information indicated below:

- (1) The number of individuals released
- (2) Building locations of such individuals
- (3) Temperature and humidity readings in each location
- (4) Hour or hours when such releases were authorized

b. The Chief, Services Branch, A&M, is responsible for appropriate reporting to the Public Buildings Administration.

c. Prior reports made to the Chief, Personnel Branch, A&M, under the provisions of Paragraph 4, Administrative Instruction [REDACTED] dated 29 June 1948, will be referred to the Chief, Services Branch, A&M, by the Chief, Personnel Branch, A&M, for appropriate action.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Executive for
Administration and Management

2 Attachments

DISTRIBUTION: ALL CIA EMPLOYEES

Attachment 1

THE WHITE HOUSE
WASHINGTON

July 21, 1948

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For several years most departments and agencies in Washington, D. C., have followed the policy agreed to by the Federal Personnel Council for continuance of work during the hot weather period, with exceptions for extremely hot work places and individuals having health defects. In these exceptions excuse has been at the discretion of the agency. As a result and in the absence of a yardstick, there has been some disparity of practice.

The Council has again considered the needs underlying the hot weather policy, and after careful investigation and thorough discussion has adopted the revised policy enclosed. The revision sets conditions of hot weather at or above which dismissals from extremely hot buildings or portions of buildings would be discretionary.

I hope and urge all departments and agencies will observe and follow this policy. It does not mean that if any employee or group of employees is excused, equity will require the excusing of others. It is not intended that the policy will result in widespread dismissals of employees, but that excusing under the policy will be limited to extreme situations on a selective basis. Employees who are in quarters reasonably well adapted to hot weather should remain at work even though they may be experiencing discomfort.

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Administrative Assistant
to the President

Attachment 2

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July 14, 1948

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To apply the policy as fairly as possible to the diverse conditions under which Federal work is done in the metropolitan area of Washington, the Council recommends the policy to all departments and agencies, with the following provisions:

- (1) That agencies post the policy on bulletin boards so that employees will be familiar with it.
- (2) That individuals who suffer from the heat and who think that their health may be endangered go to the emergency room for consultation; and that supervisors excuse them on the recommendation of medical or nursing officials.

According to physicians from the Public Health Service and other medical opinion, weather conditions obtaining in Washington are not likely to endanger the health of normal persons during the course of ordinary working activity. There is no doubt, however, concerning the danger which exposure to extreme conditions of heat involves for those workers who suffer from a variety of temporary or chronic health defects. Some normal and healthy workers may develop a critical condition due to heat because of the nature of their work. Every effort should be made to safeguard those particularly affected. Supervisors should be instructed to be observant of individuals who might be affected by the heat and to take special precautions with them on days of extreme heat. Supervisors should also suggest consultation with medical and nursing services, where indicated.

- (3) That supervisors be liberal in the granting of leave to employees who are suffering from the heat, but who are not excused because of danger to health.

- (4) That agencies stimulate health education to improve the fitness of individuals to withstand heat. Attention to health, diet, and clothing can lessen the discomforts of hot weather. The Public Health Service is glad to cooperate.
- (5) That there be no group dismissals in individual work places because of hot weather unless one of the following conditions obtains or is exceeded:

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

File

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

29 June 1950

STATINTL

SUBJECT: Policy - Dismissal of Personnel due to Excessive Heat.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: [REDACTED]

Acting Executive

2 Attachments
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THE WHITE HOUSE
Washington

June 26, 1950

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I again wish to direct your attention to the necessity of uniformity in the handling of this matter and urge the observance of the policy by all departments and agencies.

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STATINTL

THE WHITE HOUSE
WASHINGTON

Executive Registry
1-998

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CIA 342

June 26, 1950

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

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Revised

DRAFT

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NO. [REDACTED]

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2. The attached policy will govern working conditions in hot weather in this Agency.

3. The Assistant Directors and Staff Chiefs are authorized to administer the policy for personnel under their jurisdiction. The Chief, Medical Division, Personnel Branch, A&M, will provide medical assistance and advice in administering the policy.

a. The report required by Paragraph (7) of the Federal Personnel Council policy, dated 14 July 1948, will be made by Assistant Directors and Staff Chiefs daily to the Chief, Services Branch, A&M, including information indicated below:

- (1) The number of individuals released
- (2) Building locations of such individuals
- (3) Temperature and humidity readings in each location
- (4) Hour or hours when such releases were authorized

b. The Chief, Services Branch, A&M, is responsible for appropriate reporting to the Public Buildings Administration.

c. Prior reports made to the Chief, Personnel Branch, A&M, under

STATINTL

the provisions of Paragraph 4, Administrative Instruction No. [REDACTED]
dated 29 June 1948, will be referred to the Chief, Services Branch,
Chief,
A&M, by the Personnel Branch, A&M, for appropriate action.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Executive for
Administration and Management

DISTRIBUTION

2 Attachments;
Policy, Fed. Personnel Council., ~~dated~~ dtd 14 July 48
Memo, dtd 21 July 48 fr. Dawson

DISTRIBUTION: ALL CIA EMPLOYEES.

ad m
CIA 341
THE WHITE HOUSE
WASHINGTON

4097

Executive Registry
0465

July 21, 1948

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

For several years most departments and agencies in Washington, D. C., have followed the policy agreed to by the Federal Personnel Council for continuance of work during the hot weather period, with exceptions for extremely hot work places and individuals having health defects. In these exceptions excuse has been at the discretion of the agency. As a result and in the absence of a yardstick, there has been some disparity of practice.

The Council has again considered the needs underlying the hot weather policy, and after careful investigation and thorough discussion has adopted the revised policy enclosed. The revision sets conditions of hot weather at or above which dismissals from extremely hot buildings or portions of buildings would be discretionary.

I hope and urge all departments and agencies will observe and follow this policy. It does not mean that if any employee or group of employees is excused, equity will require the excusing of others. It is not intended that the policy will result in widespread dismissals of employees, but that excusing under the policy will be limited to extreme situations on a selective basis. Employees who are in quarters reasonably well adapted to hot weather should remain at work even though they may be experiencing discomfort.

Donald S. Dawson

DONALD S. DAWSON
Administrative Assistant
to the President

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FEDERAL PERSONNEL COUNCIL
 United States Civil Service Commission
 1626 K Street, N. W.
 Washington 25, D. C.

July 14, 1948

POLICY OF CONTINUING WORK IN HOT WEATHER

The Federal Personnel Council at its meeting on July 14 reaffirmed the policy for the metropolitan area of Washington, D. C., of continuance of work on hot days, with the exception of extremely hot work places and individuals having health defects. The local custom of excusing employees has been supported by the very evident situation that some buildings now in use become extremely uncomfortable. The policy of continuing work, as it obtains in almost all parts of the country, may therefore appropriately be tempered in accordance with this local custom of excusing employees from work in conditions of unusual heat to which they are not accustomed. Some establishments commonly have very hot conditions but employees are accustomed to them and work as a matter of course.

To apply the policy as fairly as possible to the diverse conditions under which Federal work is done in the metropolitan area of Washington, the Council recommends the policy to all departments and agencies, with the following provisions:

- Post in room
to all employees*
- (1) That agencies post the policy on bulletin boards so that employees will be familiar with it.
 - (2) That individuals who suffer from the heat and who think that their health may be endangered go to the emergency room for consultation; and that supervisors excuse them on the recommendation of medical or nursing officials.

Nature of work

According to physicians from the Public Health Service and other medical opinion, weather conditions obtaining in Washington are not likely to endanger the health of normal persons during the course of ordinary working activity. There is no doubt, however, concerning the danger which exposure to extreme conditions of heat involves for those workers who suffer from a variety of temporary or chronic health defects. Some normal and healthy workers may develop a critical condition due to heat because of the nature of their work. Every effort should be made to safeguard those particularly affected. Supervisors should be instructed to be observant of individuals who might be affected by the heat and to take special precautions with them on days of extreme heat. Supervisors should also suggest consultation with medical and nursing services, where indicated.

- Leave*
- (3) That supervisors be liberal in the granting of leave to employees who are suffering from the heat, but who are not excused because of danger to health.

- this*
- (4) That agencies stimulate health education to improve the fitness of individuals to withstand heat. Attention to health, diet, and clothing can lessen the discomforts of hot weather. The Public Health Service is glad to cooperate.
- (5) That there be no group dismissals in individual work places because of hot weather unless one of the following conditions obtains or is exceeded:

*Table of
MINIMUM*

90° F. @ 70% humidity
91° F. @ 68% humidity
92° F. @ 63% humidity
93° F. @ 60% humidity
94° F. @ 55% humidity
95° F. @ 50% humidity
96° F. @ 45% humidity
97° F. @ 40% humidity
98° F. @ 38% humidity
99° F. @ 34% humidity
100° F. @ 30% humidity

*Not in Local
Bldg.*

or higher, as recorded by the humidity reading of the Weather Bureau, and a reliable thermometer reading in the work place. (Hourly readings are available at WE-1111.)

When one of these conditions obtains, dismissals from extremely hot buildings or portions of buildings may be considered and would be discretionary on the condition that exists in the particular work area. The policy does not mean that if one group of employees is excused, equity would require excusing of others, but rather that dismissals may be made on a selective basis under conditions of extreme discomfort. Employees in quarters reasonably well adapted to hot weather should remain at work even though they are experiencing discomfort.

- (6) Before making a group dismissal on account of heat, that the agency consult with other agencies in the same building or nearby buildings where similar conditions exist.
- (7) That each case of group dismissal for hot weather be reported to the Public Buildings Administration in writing, with a statement of the facts existing at the work place affected. This reporting will provide means for studying the application of administrative discretion and will serve as a flag to Public Buildings Administration that certain space is not adapted to work under all conditions. Thus from year to year there should be fewer building conditions which indicate special handling on account of hot weather. ✓

82-1111-1111 *****

TRANSMITTAL .IP		
TO: <i>E. J. L. M.</i>		DATE <i>7/22</i>
BUILDING	ROOM NO.	
REMARKS:		
<p><i>Management</i></p> <p><i>Please draft letter referring to Director's policy on superseding it.</i></p> <p><i>23 July</i></p>		
FROM: EXECUTIVE REGISTRY		
BUILDING	ROOM NO.	EXTENSION
FORM NO. 36-8 SEP 1946		
(1299)		